



Job Description: Deputy Jailer

Reports to: Boyle County Jailer, Brian Wofford

Salary Range: \$14.00 starting. \$14.70 after six (6) months

Benefit Package: Paid health insurance for the employee (Anthem/Blue Cross). Dental, Vision and Life insurance. Retirement. Paid Vacation, Compensatory “comp” time and every other weekend off (Sat, Sun & Mon). Overtime is often available.

Boyle County seeks qualified candidates to serve in the Boyle County Detention Center. Deputy Jailers are duly sworn Peace Officers in the Commonwealth of Kentucky. Under the direction of the Jailer, perform duties and responsibilities necessary for the proper operation of the county jail. Maintain the safety and security of those in the care of the Boyle County Detention Center in a professional manner.

SPECIFIC DUTIES AND FUNCTIONS

- Maintain the safety and security of the Boyle County Detention Center at all times
- Maintain the care, custody and control of all inmates
- Monitor inmate behavior and movement throughout the facility. Conduct hourly cell checks, safety checks and cell searches
- Supervise inmate activities including, but not limited to, recreation, education classes, religious meetings and visitations
- Conduct head counts
- Routine inmate inspections for contraband, both person and cell, to ensure the safety and security of prisoners
- Prepare incident reports
- Escort inmates throughout the Detention Center as necessary
- Transport inmates to various destinations as necessary
- Perform a variety of administrative duties and tasks such as reports and required paperwork
- Perform tasks necessary for the cleanliness and proper maintenance of Detention Center facilities
- Answer subpoenas and testify in court
- Attend and participate in facility training and staff meetings
- Follow and enforce Detention Center policies and procedures to ensure rules and regulations are adhered to at all times

QUALIFICATIONS, TRAINING & EXPERIENCE

Typical Working Conditions and Unique Physical Requirements *(Persons employed in this classification will typically perform their primary job duties under these conditions. However, these conditions may change on occasion in performing the duties of an individual position)*

- Must be physically able to walk, bend, lift and stand for long periods of time (12 hour shifts)
- Must be physically able to perform the duties of deputy jailer

MINIMUM QUALIFICATIONS

- Must be at least 21 years of age
- Clean record (no felonies or serious misdemeanor convictions or under indictment)
- Submit and pass drug screen
- Pass an extensive background check
- High School Diploma or GED Certificate
- US Citizen
- Must be bondable
- Physically able to walk, bend, lift and stand for long periods of time (12 hour shifts)a-
- Able to perform the duties of deputy jailer
- Possess a Kentucky Driver's License and maintain a clean driving record

Special Licensing Requirements

- Valid driver's license
- Complete in-service training developed by Department of Corrections

Special Knowledge, Skills and Abilities

- Ability to establish and maintain effective working relationships with elected officials, agency leaders with State and Local governments, industry, private businesses, career and volunteer leaders and responders, other employees and the general public.
- Ability to deal with inmates in a firm and fair manner.
- Proficiency in the use of assigned weapons and/or equipment
- Physical and intellectual ability to perform duties effectively in high stress situations

Overtime Status – Non-Exempt (eligible)

Submit Resumes to:

Danville Boyle County Detention Center
c/o Brian Wofford
321 West Main Street, Room 111
Danville, Kentucky 40422
Or email to: bwofford@boyleky.com

The Boyle County Fiscal Court provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protect by federal, state, and local laws.